

ANNOUNCEMENT

DEPARTMENT OF ADMINISTRATION

Effective: July 1, 2003

Destroy Date: June 30, 2004

WISCONSIN AIR SERVICES TRANSPORTATION **AIRCRAFT CHARTER/LEASE PROCEDURES**

The Department of Administration provides, under s. 16.04, air transportation for state officials and employees in the conduct of state business. The Department is charged with insuring optimum efficiency in providing such transportation and accomplishes this task through Wisconsin Air Services.

In order to provide complete air travel service availability for all state customers, the Department of Administration has contracted for backup air charter through companies operating under Federal Aviation Regulation Part 135, Air Taxi Service.

In an effort to provide customer convenience for all non-commercial air travel, Madison-based state agencies will be obligated to schedule all air transportation through Wisconsin Air Services. If the flight cannot be accommodated on state-owned aircraft, Wisconsin Air Services will schedule through the backup charter contractor.

1. The contractor will invoice all flights to Wisconsin Air Services, who will process for immediate payment. Wisconsin Air Services will assess the user agency a scheduling fee of \$50 per flight.
2. The user agency will be billed through the monthly General Services Billing System and the detail will include: cost of service, service provider (Wisconsin Air Services or backup charter), aircraft type, itinerary, passenger(s) name, and wait time cost.
3. Wisconsin Air Services will continue to suggest possibilities for combined flights to reduce costs.
4. When service cannot be provided, a certificate of nonavailability will be issued to the customer by Wisconsin Air Services covering the specific service request. Only under this condition will agencies be allowed to seek alternative air service on their own according to standard procurement procedures.
5. All leases of general aviation aircraft/helicopter by any state agency for any purpose will be first approved by the Division Administrator, State Agency Services, Department of Administration.

This announcement does not apply to commercial airline travel.

For all scheduling and cost information for Wisconsin Air Services contact Sue Seibel, 246-4328 or sue.seibel@doa.state.wi.us via the internet.